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**Roshan**

**Roshan.364186@2freemail.com**

Result oriented Logistics, Finance & Accounts, and Professional with over 8 years of experience. Strong ability to identify, prioritize and complete tasks at hand. A quick learner, positive and hard working with excellent interpersonal, organizing, problem solving and communication skills. Honest, committed and dependable team player.

**Personal & Professional Profile:**

* With over 9 years of experience in Accounting and Logistics such as:
* Payable and Receivable Management.
* Internal Controls.
* Balance Sheet & Bank Reconciliations.
* Purchases entries, sales entries and inventory checking.
* Processing of day to day Vendor payments as per payment terms.
* Efficiency to meet deadlines and predetermined targets with time management skills.
* Strong administrative, organizational and time management skills.
* Highly articulate, confident and persuasive team-builder, able to motivate and communicate to achieve exceptional business performance.

Employment History:

**Wavelink LLC (Felix Security Systems & Solutions) Dubai, UAE**

**Account assistant/Store supervisor - 28th Feb 2015 to 3rd Mar 2016**

*Suppliers of CC camera both indoor and outdoor (Dome, Bullet, Fish eye, IR camera, PTZ) and security systems like E-Locks (Electro magnetic locks)Access control, Alarm system, Gate barrier, Fingerprint,NEC products and solar systems with five showrooms based in UAE and one in Qatar.*

* Managing inventories of all five showrooms.
* Checking receipts and payments accounts, cash & bank transactions of all five showrooms.
* Processing of day to day Vendor payments as per payment terms.
* Checking purchase invoices.
* Preparation of sales invoices.
* Dealing with the defect stock and reporting them with the technical staff.
* Preparation of MIS reports.
* Assisting the sales teams
* Focused to maintain a healthy customer relationship at all times, with customer service key at every level.

**Payable Management:**

* Managing Accounts Payable.
* Booking of invoices of the suppliers on day to day basis and debiting it to the right expense account.
* Processing of day to day Vendor payments as per payment terms.
* Reconciliation of vendor accounts if there is any difference in the statement in both the parties.
* Correspondence with vendors if there are any discrepancies in the invoices.
* Unclaimed balances account. Like old balances and transferring it to revenue account
* Sending statements to Suppliers as per their request & preparing reconciliations.
* Co-ordination with Branch accountant for Matching and clearing.

**Receivable Management:**

* Conducting credit reviews and assigning and monitoring credit limit for new and existing clients
* Review of customer database & ensuring up to date documentation
* Review ageing of receivables within company standards
* Work with collection agencies and resolve delinquent account
* Working out collection plans, Issuing reminder notices for overdue invoices. Revoking lines of credit to customers who have fallen into arrears
* Liaising with sales department for engaging in collections activity.
* Responsible for debit notes and credit notes for sales accounting.
* Non operating debt analysis and presentation to Internal Audit.
* Referring radically overdue accounts for legal/police action
* Preparation of MIS reports, evaluating them for facilitating decision-making process.
* Prepare reconciliation of Customer Accounts.

**National Highways Authority of India & New Mangalore Port Road Company Ltd Mangalore, India**

**Account assistant/Computer operator June 2007 – December 2014**

*National Highways Authority of India (NHAI) & New Mangalore Port Road Company Ltd; is a Central Government Road Transport & Highway Department positioned in every state of the country to work on highways and land related to it. Contractors and the consultants are the main categories of this department.*

* Checking invoices of contractors, consultants related to highway department and updating in Tally.
* Bills payment of contractors, consultants and other advertising agencies
* Working with Finance Manager to evaluate and establish the right level of controls and coordinate and monitor accounting department calendar and checklists.
* Payment of monthly & quarterly TDS (Tax deducted at Source) which is deducted from the invoices submitted by the parties under the contract act.
* Prepare subsidiary schedules to support and reconcile financial statements to general ledger accounts on a monthly basis.
* Preparation and filing of VAT, CST, Service Tax.
* Preparing of monthly Bank Reconciliations for 3 bank accounts.

**CPC Logistics LTD**

**Logistics Coordinator July 2005 – April 2007**

CPC Logistics is a pioneer in over-the-road parcel service of general commodities throughout India. It’s a Premium professional carrier by servicing a diverse base of shippers by providing innovative and superior solutions. many types of freight for a diverse customer base in industries such as industrial machinery and equipment, rubber and plastics, retail stores, paper products, durable consumer goods, metals, electronics and chemicals.

* Involved in distribution of vehicles to all over mangalore.
* Coordinating with sales, service and stock yard team for vehicle dispatch.
* Assign outsource transporters and In house drivers for vehicle transfer.
* Preparation of vehicle planning & export documentation (By Road).
* Regular follow-up and status reporting regarding vehicle deliveries to branches and customers.
* Monitor shipment clearance status.
* Daily MIS report generation and circulation.
* Complete required daily/weekly reports on time.

**Educational Qualification:**

* Bachelor of Commerce (B.Com.) from Mangalore University, India, 2004-05
* Pre- University Course with Accountancy, History, Economics, Business studies as mains from St. Aloysius College, Mangalore, 2002-03.

**Technical Skills:**

* Specialization in Ms- Office.
* Windows-XP, Tally 7.2

### Languages Skills:

* + - * English, Hindi & Konkani

**Personal Details**

* + - * Date of Birth: 18 April 1985
			* Nationality: Indian
			* Gender: Male
			* Visa status: Tourist Visa

**References**

* + - * Will be readily furnished on request

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